

President

The President shall preside at all meetings of the Auxiliary and the Executive Board. The President shall appoint the Chairman of all committees subject to the approval of the elected officers. The President, with the Treasurer and/or Secretary shall sign all contracts and other documents requiring official signatures.

The President shall co-sign all checks drawn by the Treasurer when duly approved by the Executive Board. Checks not in excess of \$500.00 require only one signature with verbal approval from at least the President or a Vice President.

The President shall appoint one member of the Executive Board to be a member of each committee, except the Member/Nominating Committee.

1st Vice President

The First Vice President shall perform the duties of the President during the President's absence, inability to serve, or at the President's request and shall serve as a coordinator of Committees and perform such duties as are requested of him/her.

2nd Vice President

The Second Vice President shall assist the President and the First Vice President in all endeavors and shall serve as a coordinator of Committees and perform such duties as are requested of him/her.

Secretary

The Secretary shall be the custodian of all records except those specifically assigned to the custody of others. The Secretary shall record minutes of the Executive Board meetings and be the custodian of minutes of all other meetings of the Auxiliary. The Secretary shall sign all other documents requiring the official Auxiliary signatures.

In the event of an emergency, the Secretary may counter sign checks with either the President or the Treasurer until such time either is declared vacant and filled according to these by-laws.

Treasurer

The Treasurer shall be the custodian of all Auxiliary funds. The Treasurer shall collect the Parents Auxiliary annual dues from the New York Military Academy. All funds collected shall be deposited with all other monies in the name of the Auxiliary in such banks as are specified by the Executive Board. The Treasurer shall present a financial statement at each regular meeting of the Executive Board and the Auxiliary. At the annual meeting, the Treasurer shall submit an itemized report of receipts and disbursements. Upon termination of office, the Treasurer shall give the incoming Treasurer all books, records, memoranda, money, and securities or receipts belonging to the office.

Sergeant-At-Arms

The Sergeant-At-Arms shall maintain order at all meetings, shall count the votes on any questions, and shall perform such duties as may be required by the President.

NYMA Parents Auxiliary

A. Finance Committee : The Finance committee will be responsible to review matters pertaining to the financial well being of the PA. This includes but is not limited to the following: Annual Dues Collected by NYMA, review and approval of expenditures for PA activities and the oversight of the Treasurers office.

B. Activities Committee : The Activities committee will be responsible to review, plan and assist in executing planned and approved cadet related events. This includes but is not limited to additional fund raising events not listed on the NYMA Calendar.

C. Academic Committee : The Academic committee will be responsible to act as a liaison between the NYMA Academic Committee and the Parents Auxiliary. The Chairperson of the PA Academic Committee is designated as the liaison for the NYMA Academic Committee.

D. Cadet Life Committee : The Cadet Life committee will review quality of life issues that pertain to the well being of the Corp of Cadets. The committee will bring recommendations to the NYMA Cadet Life Committee.

E. Member/Nomination Committee : The Member/Nomination Committee will be responsible for proposing a slate of eligible candidates in order to facilitate the election of officers for the following academic year. Their duties are to promote the involvement of membership in the parents Auxiliary. The chairperson will be responsible to obtain a current roster from the Academy of all members of the Parents Auxiliary.

F. Sports Booster Club